

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: TOURISM

DATE: NOVEMBER 28, 2006

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BELDEN
GABRIELS
KENNY
SHEEHAN
MERLINO

COMMITTEE MEMBERS ABSENT:

SUPERVISORS TESSIER
STEC

OTHERS PRESENT:

VONDA BEATTIE, SR. ACCOUNT CLERK, TOURISM DEPT.
PAM MORIN, GROUP TOUR/CONVENTION PROMOTER
WILLIAM THOMAS, CHAIRMAN
JOAN SADY, CLERK
SUPERVISORS:

CAIMANO
GERAGHTY
VANNESS
JOANN MCKINSTRY, CONFIDENTIAL SECRETARY TO THE
COMMISSIONER OF ADMINISTRATIVE AND FISCAL
SERVICES
MAURY THOMPSON, *THE POST STAR*
AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

In the absence of Committee Chairman Tessier, Vice-Chairman Supervisor Belden called the meeting of the Tourism Committee to order at 9:30 a.m.

Motion was made by Mr. Merlino, seconded by Mr. Sheehan and carried unanimously to approve the minutes of the October 24th meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Vonda Beattie, Sr. Account Clerk of the Tourism Department, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.* Ms. Beattie advised that the agenda included several resolution requests, the first of which was a request to amend the County Budget to increase estimated revenues and appropriations in the amount of \$120 to reflect the acceptance of revenues generated by consumer show brochure distribution.

Motion was made by Mr. Kenny, seconded by Mr. Sheehan and carried unanimously to amend the 2006 Tourism Budget in the amount of \$120 to reflect the acceptance of consumer show brochure distribution revenues and refer same to the Finance Committee. A copy of the resolution request is on file with the minutes.

Ms. Beattie stated that the next item listed was a request for a transfer of funds. She said that the first was a transfer in the amount of \$100 from a promotion code to an auto equipment code to install a partition between the driver and the cargo area in the van transporting brochures. This would stop boxes and other such items from affecting the driver when bringing the van to a halt, Ms. Beattie added. The second transfer requested, she advised, was in the amount of \$85 and would be transferred from a personal services overtime code to a personal services part-time code to cover the balance of the salary

through December 31, 2006 for a part-time Tourism Aid whose salary was misrepresented in the 2006 Budget.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve both transfer requests as outlined above and refer same to the Finance Committee. A copy of the request is on file with the minutes.

Mr. Caimano noted that although, as the Budget Officer, he had asked that these types of requests not be presented at the end of the year, Ms. Beattie's requests were acceptable because the funds were included within the Tourism Budget.

Ms. Beattie apprised that the next two requests listed were for authorization to travel in 2007. She explained that the first request was for travel to the 2007 Consumer Shows and the second was to authorize travel to the 2007 Motorcoach Trade Shows/sales blitz/marketplaces. Both requests included a list of the events scheduled and those employees authorized to attend, Ms. Beattie added.

Mr. Caimano stated that he had reviewed all of the information listed in the travel requests and advised that both were acceptable. He noted that he had removed himself from both lists of authorized travelers and added that if he were to attend any of these events it would be at his own cost.

Motion was made by Mr. Merlino, seconded by Mr. Sheehan and carried unanimously to approve both the request to authorize travel to the 2007 Consumer Shows and the request to authorize travel to the 2007 Motorcoach Trade Shows/sales blitz/marketplaces. The necessary resolutions were authorized for the December 15th Board meeting and copies of the requests are on file with the minutes.

At Mr. Caimano's request, Ms. Beattie skipped to the last action item listed which was a request for a new contract with Paul Kaza Associates, Inc. to provide professional design services for Tourism guides, brochures and table placemats. She explained that Paul Kaza Associates, Inc. had submitted the lowest bid for the services requested, at a total not to exceed \$15,700 for the term commencing January 1, 2007 through December 31, 2007 with an option to continue in 2008 at the same cost.

Mr. Caimano asked Ms. Beattie if Warren County had the option of not renewing the contract in 2008 if a Creative Director were placed and Ms. Beattie replied that was her understanding. She added that she thought either Warren County or Paul Kaza Associates, Inc. could choose not to renew the contract at the close of 2007 if that were their preference.

Motion was made by Mr. Kenny, seconded by Mr. Sheehan and carried unanimously to approve the request for a new contract with Paul Kaza Associates, Inc. to provide

professional design services for Tourism guides, brochures and table placemats at a cost not to exceed \$15,700 for the term commencing January 1, 2007 through December 31, 2007, with an option to continue in 2008 at the same cost. The necessary resolution was authorized for the December 15th Board meeting and a copy of the request is on file with the minutes.

Returning to the previous items listed on the agenda, Ms. Beattie advised that a resolution for a new contract was necessary to authorize contracts with four separate locations for the distribution of brochures in 2007. She noted that the four locations were in Landisville, PA; Lake Placid, NY; Saugerties, NY and Queensbury, NY; Ms. Beattie added that the total cost of the contracts for all four locations was not to exceed \$10,181 for the term commencing January 1, 2007 through December 31, 2007.

Mr. Belden asked if the costs of the contracts had increased from the prior year and Ms. Beattie replied that the cost had risen slightly.

Motion was made by Mr. Gabriels, seconded by Mr. Kenny and carried unanimously to approve the request for new contracts with the four locations for brochure distribution in 2007 at a cost not to exceed \$10,181 for the term commencing January 1, 2007 through December 31, 2007. The necessary resolution was authorized for the December 15th Board meeting and a copy of the request is on file with the minutes.

Ms. Beattie stated that the last resolution request included in the agenda was a request to authorize a contract with the Adirondack Regional Tourism Council, Inc. for the matching funds portion of the Adirondack Regional marketing services for a total not to exceed \$154,386 for the term commencing January 1, 2007 through December 31, 2007. She noted that a similar contract was approved each year and the Tourism Department benefitted greatly from the services provided. Mr. Belden asked how the amount of the matching funds were determined and Ms. Beattie explained that the costs were based on a formula implemented by New York State. She added that the required funds were slightly less than those supplied in 2006.

Motion was made by Mr. Gabriels, seconded by Mr. Kenny and carried unanimously to approve the request for a new contract with the Adirondack Regional Tourism Council, Inc. to authorize the matching funds portion of the Adirondack Regional marketing services for an amount not to exceed \$154,386 for the term commencing January 1, 2007 through December 31, 2007. The necessary resolution was authorized for the December 15th Board meeting and a copy of the request is on file with the minutes.

Ms. Beattie requested that the resolutions authorizing travel for 2007 be approved at the December Board meeting and Mr. Belden assured her that they would be presented at that meeting.

Mr. Caimano pointed out that the agenda packet included a letter from Paul Kaza Associates, Inc. listing all of the services provided by their firm to Warren County. Meaning no disrespect, Mr. Caimano stated that it was important to note that no further payment should be made to Paul Kaza Associates, Inc. until all Warren County materials and property were returned. He noted that although he did not think it was likely that Mr. Kaza would attempt to withhold the County's property, the balance owed to his firm would provide an adequate bargaining tool should something of that nature occur.

Privilege of the floor was extended to Pam Morin, Group Tour/Convention Promoter, who distributed copies of her Motorcoach Update to the Committee members; *a copy of this material is on file with the minutes.* Ms. Morin asked the Committee to review the material at their convenience and contact her office with any questions. She noted that she had only one point to bring to the Committee's attention which was that they had succeeded in drawing the New York State Rural Letter Carriers Convention to the area for the Summer of 2007. Ms. Morin explained that in 2005 she had attended the Convention and had given a presentation on the prospect of holding their convention in Warren County. She added that the Convention would be held at the Queensbury Hotel from July 7-10, 2007.

As there was no further business to come before the Tourism Committee, on motion made by Mr. Merlino and seconded by Mr. Sheehan, Mr. Belden adjourned the meeting at 9:44 a.m.

Respectfully Submitted,
Amanda Allen, Legislative Office Specialist